

COLLECTIVE DOSE GOALS and ADMINISTRATIVE CONTROL LEVELS RHIC PROJECT

I. COLLECTIVE RADIATION DOSE GOALS

- A. The annual Collective Dose Goals and the average individual dose goals for all RHIC Personnel shall be documented to the ALARA Committee file.
- B. The Project has established Administrative Procedures or equivalent to provide documentation of the status of the goals set for the operation of each facility.

II. REPORTING

- A. Formal processes shall be established to provide documentation of the goals set for the operation of each facility. The status of the collective dose goal shall be used as a performance indicator.
- B. Collective person-remS shall include the doses received from external and internal sources.

III. INDIVIDUAL RADIATION DOSE ADMINISTRATIVE CONTROL LEVELS (ACL)

- A. The Project shall establish an ACL per calendar year for an individual. It shall be documented in RHIC OPM 5.3.3.0.III.B.
- B. Prior to individuals exceeding the Project ACLs, approval of the Project Head, Facility Manager and the Safety & Environmental Protection Representative must be obtained.
- C. This ACL will be evaluated annually by the Chair of the ALARA Committee/Coordinator and the Project Head.

- D. For guests or visitors without training, minors, minor students, an ACL of 25 mrem is established. To increase this guide level to 100 mrem requires approval by the Project Head and the S&EP Division Head. Exposures to minors shall be administratively controlled by not allowing students under the age of 18 to work in Controlled or Radiological Areas without written permission.
- E. Prior to any individual exceeding the Laboratory Administrative Control Level of 1250 mrem per calendar year, approvals of the Laboratory Director and the S&EP Division Head shall be obtained.
- F. Approvals for exceeding the 2000 mrem/year DOE Administrative Level must have approval from the DOE Secretarial Office or designee.
- G. All individuals receiving a dose extension authorization shall be informed of the potential risk of additional dose by qualified S&EP personnel.

IV. REPORTING

- A. Administrative procedures or equivalent shall be used to document the authorization to exceed the an ACL, and to notify SEP Personal Monitoring of the dose extension authorization. The Health Physics Section of the S&EP Division shall be sent a copy of all approvals for minors to enter radiation areas and to exceed 25 mrems dose. Typical forms for ACL extension are included as Attachments.
- B. Total effective dose equivalent (TEDE) received from external and internal sources shall be used for the administrative dose control Levels.

	Satoshi Ozaki	12/12/95
APPROVED	_____	DATE _____
	RHIC Project Head	

	W. R. Casey	12/13/95
APPROVED	_____	DATE _____
	S&EP Head	

PERSONAL & CONFIDENTIAL

NAME: _____

SSN: _____

Life/Guest No. _____

ADMINISTRATIVE CONTROL LEVEL EXTENSION AUTHORIZATION

Please raise my authorized dose level to exceed the RHIC Project Administrative Control Level of _____ mrem per calendar year. My new Administrative Control Level will be the Laboratory ACL of 1250 mrems per calendar year. My year-to-date dose is now estimated to be _____ mrem deep dose, _____ mrem shallow dose, and _____ mrem committed effective internal dose.

Signature of Person Receiving Dose Extension

Date

Approval of ALARA Committee Chair

Date

Dose extension requested for the purpose of: _____
An ALARA evaluation of the dose extension should be attached.

Authorized by Project Head

Date

Signature of S&EP Division Head

Date

Received by PM _____

On Date _____

Attachment 1 Typical

PERSONAL & CONFIDENTIAL

NAME: _____

SSN: _____

Life/Guest No. _____

ADMINISTRATIVE CONTROL LEVEL EXTENSION AUTHORIZATION

Please raise my authorized dose level to exceed the Laboratory Administrative Control Level of 1250 mrem per calendar year. My year-to-date dose is now estimated to be _____ mrem deep dose, _____ mrem shallow dose, and _____ mrem committed effective internal dose. My new Administrative Control Level will be less than 2000 mrems per calendar year.

Signature of Person Receiving Dose Extension

Date

ALARA Committee Chair

Date

Dose extension requested for the purpose of: _____
An ALARA evaluation of the dose extension should be attached.

Approval of Project Head

Date

S&EP Division Head Concurrence

Date

Approval of Laboratory Director

Date

Received by PM _____

On Date _____

PERSONAL & CONFIDENTIAL

NAME: _____

SSN: _____

Life/Guest No. _____

MINOR'S ADMINISTRATIVE CONTROL LEVEL EXTENSION AUTHORIZATION

1. Authorization is requested for the above named minor student to enter radiological areas including a Radiation Area. The limit of 25 mrem per year shall not be exceeded.
2. Authorization is requested to permit increasing the above named minor to increase the Administrative Dose Level from 25 mrem/year, but not to exceed the annual limit of 100 mrem/year (cross out if not applicable).

An ALARA evaluation for this dose extension should be attached.

Signature of Person Receiving Dose Limit Extension

Date

Authorized by Project Head

Date

Received by HP _____

On Date _____

Transmitted to PM on Date _____ By _____

Attachment 3 Typical

RHIC PROJECT

COLLECTIVE RADIATION DOSE GOALS

The Collective Dose Goals for RHIC personnel is ____xxx____person-rem for a calendar year ____xxxx____.

The average individual dose goal for RHIC personnel is ____xxx____rem for the calendar year ____xxxx____.

Concurrence by RHIC Project Head_____